

**DEVELOP
YOURSELF
AS A NEW
MANAGER
...START NOW**



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ARE YOU A NEW or a FIRST-TIME MANAGER?

Do you want to learn the key skills that every leader-manager needs?

Becoming a new leader-manager can be a challenging experience, so while you identify your priorities and find out exactly what needs to be done, let us help you get started.

Here are six steps to transform yourself into an inspirational leader-manager, which you can begin to practice in your working life.

1. BELIEVE THAT YOU ARE A LEADER

Believe in yourself. People trust those who showcase confidence. So, hold your head up high because you have the confidence and capability to do your job. You will be able to take on challenges and pressures only if you remain true to your own true self

Maintain a positive mental state of optimism and keep yourself motivated especially during tough times or after a setback. Remember that you are not who your predecessor was and also remember not to keep on emphasizing the similarities or differences in your way of functioning. Aim to always improve yourself as a leader-manager and have the courage to do better each day.

2. FOLLOW A STRONG MORAL AND ETHICAL CODE AND SET THE EXAMPLE

Be honest and trust your team members.

Be fair and consistent and find out for yourself their strengths and weaknesses.

Successful managers and leaders bring out high honesty, sincerity and consistency in their interactions leading to high credibility in their own work and in the work of their team members. They say what they mean and do what they say.

Use every possible occasion to build trust with your team members and let them know that you will avoid giving them surprises, whenever it is in your power.

3. BE A GOOD LISTENER AND COMMUNICATOR

Listening is one of the most valued skills in good leaders. It involves sitting one-on-one and giving your full attention to understand and then planning your course of action, later on. In fact, great managers are attentive to their people and they listen closely to their needs.

You can observe, ask questions and even solicit inputs. Let people know that you are open to being contacted and being informed about any problems. Encourage team members to seek clarifications and let them know that you care about the. The most important factor being that when people speak with you, they know that they will be heard.

The ability to accurately explain your goals, ideas, and feelings to others, in such a way that they will understand you, agree with you and act in accordance with your suggestions will reinforce your leadership.

4. LEAD EMPLOYEES TO THE RIGHT ANSWERS

Leaders have tremendous opportunities every day to make a difference in the lives of people they interact.

Inspirational leaders can create a positive and a fulfilling work atmosphere. You can inspire positive emotions of self-belief and self confidence in your team members. Do not let fear, or negativity weaken the team or its spirit. You can motivate and create a positive work atmosphere.

Encourage your staff to seek clarifications and support, whenever necessary.

Guide them towards resources they need and people they need to talk to for guidance.

Make yourself available for clarifications and for providing support. Move around among your staff and be visible.

5. ENCOURAGE TEAMWORK AND BRING OUT THE BEST IN PEOPLE

Inspirational leader - managers do more listening than talking, because they believe that their job is to help their people solve problems and succeed. By helping employees identify the unique talents they have, you can help them to align their strengths to bring out the best in your team. Value what your team members say and give credit to them for their work accomplishments and contributions

By building capabilities to perform required tasks and to achieve the desired results, you can make your team members better at their jobs. You can get inputs and draw out diverse opinions and perspectives. You can guide and harmonize relationships and conflicts in a professional and objective manner so that your team members are able to synchronize their actions and complement and reinforce each other.

6. SEEK A SEASONED MENTOR/COACH

Seek out senior people who can guide you, coach you and mentor you to help you to adapt your mindset to succeed. Understand how you can find your way while improving your personal and interpersonal skills.

Developing rational and logical thinking analytical skills and formulating detailed action plans with a mentor/coach will help you to prioritize, plan and delegate. You can learn what to focus on and spend your time and energy on.

You may have “evolved” into this position, but guidance from seniors/mentors/coaches about practical methods will be helpful to understand how to get the best performance from yourself and from your team.

Get constructive feedback on your working from your team members and peers and develop yourself even further.

TAKE THE NEXT STEP

Remember success has to be earned, relentlessly and enthusiastically. It does not come on a silver platter. It does not happen by chance. It is a result of consistent and disciplined effort .

We can help you to develop a step-by-step systematic approach to define what you want and how to go about achieving it.

If you want to stand out, you have to do something that is beyond what everyone else is doing. Let your effort, determination and persistence define your success. Luck will always be a catalyst to help you speed up your journey.

Unlock your potential as a new manager by developing yourself to become more proficient and efficient and to support, motivate and empower your team members for better performance and results.

We offer live, virtual and in person programs with teaching and coaching to utilize your most valuable assets. We can custom design programs specific to you/your organization's need.

Contact us for a discussion about your specific needs.

Find out more on our website www.achievershr.com

Reach us by email: info@achievershr.com